



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 5112.2A
M-1
10 February 1988

COMSC INSTRUCTION 5112.2A

To: The Staff of Commander, Military Sealift Command

Subj: PROCEDURES FOR MAINTAINING CURRENT MAILING LISTS,
STANDARD NAVY DISTRIBUTION LIST (SNDL) AND ZIPS FOR SHIPS

1. Purpose. To prescribe procedures for maintaining subject lists in current status. This is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 5112.2.

3. Information. The Military Sealift Command (MSC) Mailroom (N0021C) maintains computer listings for mailing material to MSC ships, commands, reserve units, other government agencies and private firms. The Records Management Division (N0021) is responsible for coordinating changes to the MSC portion of the SNDL and assigning/deleting ships' zip codes. It is essential that these listings be maintained on a current basis to ensure that official mail is properly routed.

4. Action

a. Offices maintaining mailing lists shall ensure that those lists are updated and maintained in current status. This shall be accomplished by notifying the Mailroom, in writing, of changes as they occur.

b. Responsible Directors/Special Assistants/Program Managers shall notify N0021 of any changes that will require addition/deletions to the SNDL and/or ZIPS FOR SHIPS. Any change to the MSC portion of the SNDL and/or ZIPS FOR SHIPS shall be routed to N0021 immediately so that action can be taken to effect the required changes.

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F. M. WILLIAMSON
Acting Deputy Commander